

Debtor Notification

The following is an example of a form letter that could be used to notify debtors of certification:

date

name

address

Notice Of Intent To Certify Debt

Pursuant to section 71.935 Wisconsin Statutes, you are hereby notified that ***county or municipality (C/M)*** has certified to the Wisconsin Department of Revenue that you are indebted to ***C/M*** for ***source of debt***, as follows:

DATE ISSUED
AMOUNT
LEGAL COSTS
SUB TOTAL
LESS PAYMENT
TOTAL DUE

The purpose of the certification is to make a claim for the total due ***C/M*** against refunds, overpayments, or vendor payments owed you by Department of Revenue or Department of Administration.

- If your debt is not settled by the time you file your Wisconsin State Income Tax return, all or part of your refund may be intercepted to pay your debt.
- If your debt is not settled by the time the Department of Administration disburses vendor payments for work performed for the state, your vendor payment may be intercepted to pay your debt.

Any remaining amount that is due to you will be delayed an additional 4-8 weeks on top of normal processing time. The debt will remain certified until it is paid in full.

You have the right to appeal this action.

An appeal must be submitted in writing, must state the specific grounds for objection, and must be postmarked or received within ***number of days*** after mailing date of this notice at ***address and physical location for appeals***.

Sincerely,